

Narrative Statement Supplemental Form

Computer Management Assistant, FSN-08/FP-06 (Full Performance Level) Computer Management Assistant, FSN-07/FP-07 (Trainee Level)

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Bachelor of Science degree or country equivalent or the equivalent of three years of computer science training and technical experience is required.	
<u>Full Performance Level:</u> 4 to 6 years of progressively more responsible technical experience in systems administration and computer operation support is required. <u>*Trainee Level:</u> 2 to 3 years of progressively more responsible technical experience in systems administration and computer operation support is required.	
Level III English (Good Working Knowledge) is required; must have knowledge of technical English relating to computers. Level IV (Fluency) in written and spoken Russian is required. Language proficiency will be tested.	
Thorough working knowledge of systems administration and management of procedures as well as systems maintenance procedures is required.	
Ability to operate and troubleshoot Windows operating system PCs (including various servers) is required.	

Ability to disassemble computers into and from component parts; ability to diagnose both hardware and software problems and recommend viable solutions; ability to manage LANs with varying degrees of complexity is required.
